

Absentee voting is an electoral board responsibility, but most duties may be delegated to the general registrar and the registrar's staff. Any such delegation must be in writing and filed in the minutes of the electoral board. The electoral board should formally adopt the delegations by motion and board vote in a public meeting.

11.1 Ballots

11.1.1 Ordering Printed Ballots

As soon as the electoral board receives the "Certification of Candidates" from the SBE, the board should verify that their printer has all the information required to print the ballots. Information about ballot format is included with the "Certification of Candidates" for localities using paper ballots (See Chapter 15). Absentee ballots shall be ready for absentee voting (and to mail out to those who had previously applied) **at least** :

- 45 days prior to a General or Primary election (or special election held at the same time as a General);
- in the case of a special election, 30 days or as soon thereafter as possible if time is insufficient to meet the applicable deadline established herein, then as soon after the deadline as possible.
- The electoral board must certify in writing to the State Board of elections that ballots were ready on the required date and that any applicants who had ballots on file were sent ballots by that date. ([§24.2-612](#)).

11.1.2 Ballots Received From Printer

The electoral board or their designee must certify the number of ballots received from the printer, including those to be used for absentee voting. File a copy of this receipt in the electoral board minutes. ([§24.2-618](#)).

Begin the absentee voting process as soon as the ballots are received. It is critical that applications are entered into VERIS before the ballots are ready to be mailed, so that the ballots can be mailed (emailed or faxed) as soon as they are received from the printer.

Also, entering the applications in VERIS allows the voter to check his or her absentee ballot status online. This gives the voter the assurance that the application has been received and accepted, while also cutting down on phone calls to the registrar's office.

11.2 Eligible Applicants

The following qualified voters are eligible to vote by absentee ballot if they meet the conditions below (applying with the [Virginia Absentee Application](#), one election at a time):

- Students at a school or institution of learning, or their spouses, who will be absent from the locality of their voting residence on Election Day;
- Absent from the locality of their voting residence on business;
- Absent from the locality of their voting residence on personal business or vacation;
- Unable to go to the polls due to a disability¹, illness, or pregnancy;
- Unable to go to the polls because the voter is primarily and personally responsible for the care of an ill or disabled family member confined at home;
- Unable to go to the polls because of a religious obligation;
- Confined awaiting trial or serving a sentence for a misdemeanor charge, provided that the trial or release date is scheduled on or after the third day preceding the election (see [§24.2-700\(5\)](#) if the trial is postponed);
- A member of an electoral board, a registrar, an officer of election,, a voting equipment custodian or an authorized representative of a political party or independent candidate.;
- A person who will be at work, or at work and commuting, for a total of 11 or more of the 13 hours the polls are open; or
- (NEW CATEGORY EFFECTIVE 7/1/2009) A person who is a law-enforcement officer, as defined in [§18.2-51.1](#); firefighter, as defined in [§65.2-102](#); volunteer firefighter, as defined in [§27-42](#); search and rescue personnel, as defined in [§18.2-51.1](#); or emergency medical services personnel, as defined in [§32.1-111.1](#).
- (NEW CATEGORY EFFECTIVE 7/1/2010) Any person who has been designated by a political party, independent candidate, or candidate in a primary election to be a representative of the party or candidate inside a polling place on the day of the election pursuant to subsection C of [§24.2-604](#) and [§24.2-639](#).

The following qualified voters are eligible to vote by absentee ballot if they meet the conditions below (applying on either the Virginia Absentee Application, one election at a time, or the Federal Post Card Application for multiple elections):

- Active-duty members of the uniformed services or merchant marine, or spouses or dependents residing with them who will be absent from the locality on the day of the election;
- A person who is **temporarily** residing outside the United States ([§24.2-700](#));

¹ 2008 legislation adopts the definition of person with a disability in the Virginians with Disabilities Act which can include mental conditions. A 2006 Board policy expanding absentee voting was limited to persons confined by the state for mental illness.

- A person who is **indefinitely** residing outside the United States, and whose last residence in the United States was in Virginia (§§ [24.2-440](#) -- [24.2-443](#); §§ [24.2-443.1](#) -- [24.2-443.4](#)).

The following qualified voters are eligible to vote by absentee ballot if they meet the conditions below (applying on either the [Virginia Absentee Application](#), one election at a time, or the [Annual Absentee Ballot Application](#) (Disabled or Ill Voter) for all elections in a calendar year):

- Unable to go to the polls due to the voter's disability or illness and likely to remain so for the remainder of the calendar year.

11.2.1 Special Emergency Applications

The following voters are eligible to vote by absentee ballot if they meet the conditions below (applying on a special form for one election, either in person, or in the case of the incapacitated voter, having their completed application and ballot delivered in person by a designated representative):

- A person who becomes incapacitated on or after the 7th day before the election; "Incapacitated" means:
 - hospitalized;
 - ill and confined to his residence;
 - bereaved by the death of a spouse, child, or parent;
 - otherwise incapacitated by an emergency which is found by the electoral board to justify providing an emergency ballot application,
 - hospitalized on or after the 14th day before the election but unable, because of the voter's condition, to request a ballot before the 7th day.
(See [§24.2-705](#). Also see section 11.3.4.1 below for full definition of "hospital" which now includes mental hospitals for purposes of this emergency absentee process; the hospital must be in Virginia, D.C. or a state contiguous to Virginia).
- A person who becomes obligated after 12:00 noon on the Saturday before the election to be absent from his county or city on Election Day, and is required to leave the county/city of voting residence before the polls open, for a purpose pertaining to:
 - his/her business, profession or occupation;
 - the hospitalization of the voter or a member of his/her immediate family; or
 - the death of a member of his/her immediate family.
 - (See [§24.2-705.1](#). Also see section 11.3.4.1 below for full definition of "hospital" which now includes mental hospitals for purposes of this emergency absentee process.)
 - "Immediate family" means the children, including adopted children, grandchildren grandparents, parents, legal guardian,

siblings whether of whole or half blood, and spouse of the applicant.²

- An officer of election who is assigned after 12:00 noon on the Saturday before the election to be absent from his/her precinct and serve in another precinct on Election Day ([§24.2-705.2](#)).

11.3 Permissible Forms and Their Procedures

Virginia allows six different applications for an absentee ballot. The type of ballot that each applicant is eligible to receive and the method by which each applicant may vote (in-person, by mail, or by their designee) differ for these six forms:

1. [Virginia Absentee Ballot Application](#) ([§24.2-700](#));
2. [Federal Post Card Application](#) (FPCA or Standard Form 76) ([§24.2-703](#));
3. [Special Annual Application](#) for the Ill or Disabled ([§24.2-703.1](#));
4. [Emergency Absentee Ballot Application](#) ([§24.2-705](#));
5. Business/Personal/Medical Emergency Absentee Ballot Application (§§ [24.2-705.1](#) and [24.2-705.2](#)); and
6. [Federal Write In Absentee Ballot \(application\)](#) ([§24.2-702.1](#)).

11.3.1 Virginia Absentee Ballot Application (SBE-701)

A Virginia Absentee Ballot Application (SBE-701) is given to anyone upon request. Those who need a large number of applications to conduct an absentee voter drive must print their own applications. These applications should be photocopies of all four pages³ of the current Virginia application on 8½ x 11 paper. The form may be amended to include the mailing address and fax number of the specific general registrar or by not including page 2 (the address page). Pages 1, 3 and 4 of the form may not be amended in any other way. The form may be printed from the SBE website.

The earliest an application for absentee ballot may be filed is twelve months prior to an election. ([§24.2-701](#)). Completed and signed absentee ballot applications may be returned to the office of the general registrar by mail, in person, or by fax. If the application is obtained electronically by downloading it from the SBE or other web page, it must be printed out, completed, and then returned to the office of the general registrar via any of the above stated methods. An emailed application may be submitted if it has been printed, signed, and scanned into an attachment.

Ballots are mailed to all eligible applicants except to those who apply in person at a time when the ballots are available and the applicant chooses to vote in person at the time of completing the application.

² Updated 7/2010

³ Updated 07/09 – Sometimes voters only submit the voter-completed pages of the AB application (currently pages 3-4), and that is fine. It is not a reason to reject the application, but always advise groups/campaigns conducting absentee drives to print and provide all the pages, so that the voter has all the information and instructions. Registrar and electoral board offices conducting absentee voting should follow the same procedure, or make the instructions on page 1 readily available to all voters applying in person if individual copies of only pages 3-4 are provided. Page 1 contains the instructions, and also the legally required notices.

Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) citizens who apply using the [Virginia Absentee Ballot Application](#) are eligible to have their ballots sent to them electronically, but they are only eligible to have ballots sent for the upcoming election.

UOCAVA citizens who apply using the [Federal Post Card Application \(FPCA\)](#) are entitled to have their ballots sent to them by mail or electronically. This application is valid through and including the federal general election cycle or for 365 days whichever is longer from the date of application, unless the voter requests otherwise or a ballot is returned as undeliverable.

When entering an ongoing application in VERIS, an ongoing ballot expiration date must be entered. This will either be the day after the election specified by the UOCAVA voter (for example, "just send me the ballot for November") or the day after the end of the federal election cycle or 365 days, whichever is longer, after receipt of the FPCA. Through VERIS, it is possible to process all such applications entered through the ongoing absentee page without having to enter each application for each qualifying election.

Once ballots are available, the ballots should be mailed within twenty-four hours of receipt of the application, which is typically the day after the application is received and entered into VERIS. The Code of Virginia has required mailing ballots "immediately" but effective July 1, 2009, "immediately" is being replaced with "within three business days of receiving an application for an absentee ballot, or as soon thereafter as reasonably possible". ([§24.2-706](#)). Other amendments to this Code section provide for enforcement of this section (including the new mailing deadline) in the courts.⁴

"The circuit courts shall have jurisdiction to issue an injunction to enforce the provisions of this section upon the application of (i) any aggrieved voter, (ii) any candidate in an election district in whole or in part in the court's jurisdiction where a violation of this section has occurred, or is likely to occur, or (iii) the campaign committee or the appropriate district political party chairman of such candidate." [Added to [§24.2-706](#) effective July 1, 2009.]

All applications for ballots to be mailed (emailed or faxed) must be received by no later than 5:00 p.m. on the Tuesday prior to the election.

A timely, eligible application is handled as follows:

11.3.1.1 Eligibility

The Virginia absentee ballot application is available for use only by registered voters who meet the qualifications in [§24.2-700](#).

⁴ Updated 7/2010. Any person who fails to discharge his duty regarding the absentee ballot process through willful neglect of duty and with malicious intent is guilty of a Class 1 misdemeanor.

i Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) citizens who apply using the Virginia Absentee ballot application are eligible to have their ballots sent to them electronically upon request ([§24.2-706](#)) but are only eligible to have ballots sent for the upcoming election.⁵

11.3.1.2 How to Process the Application

- Check each application for completeness. All appropriate data must be completed.
 - A reason for voting absentee must be indicated in Part A and supporting information for the reason must be provided, if required.
 - An address must be given where the ballot is to be mailed in Part B. Ballots cannot be mailed in care of another individual. The address can only be:
 - the applicant's residence address or mailing address recorded in the applicant's registration record on VERIS (this includes the voter's new registration address if requesting a change of address or transfer, before close of books, or if move is within the allowable time to vote at the old address under [§24.2-401](#));
 - the address where the applicant will be while absent from the locality;
 - the address where the applicant will be located while temporarily confined due to disability or illness;
 - the address where the voter is confined awaiting trial or having been convicted of a misdemeanor; or
 - the email address/fax number if the voter is an overseas citizen or a military voter (or spouse or dependent).
 - If Part C has been marked, the applicant has indicated that assistance will be needed in marking the ballot due to a disability, blindness, or inability to read or write. The Request for Assistance in Voting an Absentee Ballot (form SBE-649(AB)) must be sent with the ballot.
 - Part D must include the applicant's signature, a date, the last four digits of the social security number,⁶ and a valid residence address for the locality. ([§24.2-701](#)).
 - If Part E has been marked, the applicant has indicated that they were unable to sign. (Part C should also have been marked if Part E is used).
 - If Part F has been marked, the applicant has indicated that their legal Virginia residence has changed.

⁵ Updated 07/08

⁶ Updated 12/09

- Address should be updated in VERIS if the application is received before the close of books and if the voter moved to another locality in Virginia. The absentee application is then sent to the gaining registrar (if application is originally received in gaining locality while books are open, process the transfer then process the absentee application). **DO NOT** send ballot from losing locality for a voter who is being transferred in time for close of books.
- Address should **NOT** be updated in VERIS if the application is received after close of books. Update the in-state address change or transfer once books reopen.
 - If voter has moved to another locality in Virginia, accept the absentee application in the former locality only if the voter is eligible to vote in their old precinct under [§24.2-401](#) (see "voter moved" problems in *What If* for upcoming election for applicable moved dates) based on the "date moved" on the absentee application.
- If new residence address indicated in Part F is in another state, the absentee application should be denied (unless the voter moved within 30 days of an upcoming presidential general election, and is thereby eligible for a presidential only ballot ([§24.2-402](#))) and voter registration should be cancelled. The registrar may attempt to contact the voter to determine if the voter accidentally put a temporary address, instead of residence address in Part F.

How to Handle Incomplete Applications

- If the application is complete, use the VERIS “Voter Search” engine to determine whether the applicant is registered in your locality or if the applicant is registered in another locality and listed as an absentee voter. Or, proceed directly to “Absentee Search” in VERIS to search for the voter and determine if the voter is in your locality.
- If the applicant is registered in your locality at the residence address provided on the application, complete the “Office Use Only” block in the top right corner of the form.
- If the applicant is listed as an absentee voter for another locality, the Absentee Ballot Application can serve to transfer the voter as it is a signed statement indicating the voter’s change of address. If the applicant did not specifically request a change of address by checking the applicable box on the application, attempt to contact the applicant to verify that the voter wanted to update his or her registration. VERIS will indicate whether an absentee ballot was issued to the voter in the voter’s former locality, whether that ballot was returned, or whether the voter voted on voting equipment by stating “On Machine.” If a ballot is returned marked, that ballot cannot be counted in the old locality once that voter’s registration is transferred to the new locality. If the voter voted an absentee ballot

with a status of “On Machine,” the voter has already cast a ballot and will be marked on the pollbook in your locality as having voted. If this is the case, make a list by precinct of all such individuals in order to mark them on the pollbooks as previously voted in order to bar them from voting in the new locality. Officers of election should be instructed to challenge any voter so marked who attempts to vote in person at the polls. You **MUST** transfer the voter’s registration (normal procedure), which will void any ballot in the former locality not voted on machine, either before or after the transfer is complete. VERIS will automatically generate correspondence to such a voter advising them of their absentee ballot status.

IN PERSON VOTING REQUIREMENT

First time Virginia voters who registered to vote by mail must vote in person if reason code 1B, 1C, 1D, 1E, 2B, 3A, 3B, 4A, or 5A is provided, unless the voter is:

- entitled to vote under UOCAVA.
- entitled to vote under the Voting Accessibility for the Elderly and Handicapped Act, including:
 - any temporarily or permanently disabled or ill voter;
 - any voter age 65 or older who is otherwise qualified to vote absentee for one of the above reason codes;
- a full time student at an institution of higher learning; or
- requests an absentee ballot for presidential elections only
- One of these absentee reasons must be selected or noted on their absentee ballot application except in the case of the voter age 65 or older, who must qualify to vote absentee under one of the reasons on the form (age alone is not a qualifying absentee reason). VERIS knows if the voter is age 65 or older.

Once the applicant is processed in VERIS, the registrar will be notified if the applicant is required to vote in person. The voter must be notified that the application cannot be accepted (except as an “Application for Presidential Ballot Only,” if a presidential general election is being held) and that the applicant is required to vote in person at the polls or absentee in person the first time he/she votes in Virginia.

HAVA ID REQUIREMENTS

- First time Virginia Voters who registered by mail after January 1, 2003, must present a specific identification the first time they vote in a federal election. Permissible ID’s include:
 - A copy of a current and valid photo identification; or
 - A copy of a current utility bill, bank statement, paycheck, government check, or other government document that shows the name and address of the voter (this includes the voter registration card).

- The following voters are exempt from the federal HAVA ID requirement whether voting by mail, in person or at the polls:
 - The voter submitted a copy of one of these ID's with their registration application or absentee ballot application. If ID is provided, update the voter's record to indicate an ID was provided which will remove the HAVA "Verify ID" requirement.
 - The voter's name, social security number and date of birth were matched with an existing record with DMV or the Social Security Administration. VERIS will attempt to perform such a match when registering the voter. If a match is found, the HAVA "Verify ID" requirement will be removed from the voter.
- The following types of voters (listed with "VERIFY ID" on VERIS) are exempt from the federal HAVA ID requirement to mail in a copy of their ID with their voted ballot when voting **by mail** in their first federal election in Virginia.
 - The voter is:
 - entitled to vote under UOCAVA.
 - entitled to vote under the Voting Accessibility for the Elderly and Handicapped Act, including:
 - any temporarily or permanently disabled or ill voter;
 - any voter age 65 or older who is otherwise qualified to vote absentee for one of the reason codes on the application; or
 - requests an absentee ballot for presidential elections only.
 - When voting credit is entered, the HAVA "Verify ID" flag should be removed.
 - Note that all of the categories of voters exempt from the HAVA "Verify ID" requirement **when voting absentee by mail** are also exempt from Virginia's requirement that new mail registrants VOTE IN PERSON the first time they vote.
 - Only one category of voters is exempt from VOTE IN PERSON and but not also exempt from HAVA ID -- students.

For any voter who is not exempt for one of these reasons and is eligible to vote by absentee ballot, the HAVA ID (SBE HAVA-1) notice must be sent with the absentee materials for a federal election. When the ballot is returned and opened on Election Day, the officers of election must verify that a copy of an acceptable HAVA ID has been returned. If so, edit the absentee ballot information in VERIS to indicate that a HAVA ID was provided by checking the "ID Provided" box in VERIS. If no HAVA ID is presented, the officers must follow the procedures to refer the absentee ballot to the electoral board as if it were a provisional ballot (See Chapter 29). If the ballot is considered a provisional ballot, edit the "Absentee Ballot Status" in VERIS by selecting "Provisional" in the "Ballot Status" dropdown box. If this ballot is counted by the electoral board at the provisional ballot meeting (it should be counted automatically if otherwise valid), manually assign voting credit to this voter in VERIS for the provisional ballot and notate the voter's record that the absentee ballot was not counted.

11.3.1.3 Incomplete Application Received

If required information on the absentee application is missing other than the signature of the applicant (such as the reason for voting absentee or the address to mail the ballot to), the voter may be contacted by telephone, fax or email and asked to provide the missing information. Indicate the name of the person providing the information and date and initial the form. If no one can be reached, however, the application must be returned to the applicant with a letter requesting the missing information. Then, deny the application in VERIS, which will generate the appropriate correspondence advising the voter of the reason the application was denied.

If the applicant has provided a fax number, save time by faxing a new application to the applicant and requesting that the completed application be faxed back.

Effective July 1, 2007, the last four digits of the voter's social security number are required in order for the voter's absentee application to be approved. The voter's full social security number is requested on the absentee application to assist in finding the voter's record, but it is not required. A voter cannot be denied an absentee ballot for failure to provide their full social security number, but must be denied if they fail to provide the last four digits.

11.3.2 Federal Post Card Application (FPCA, or Standard Form 76)

The [Federal Post Card Application](#) (FPCA, or Standard Form 76) can serve as both a registration application and/or as an application for absentee ballots for qualified active duty uniformed services personnel or overseas citizens and spouses or dependents residing with them.

There have been several revisions to the FPCA. All versions containing the required information are acceptable. Unregistered applicants must provide all the information required for new registrations. Applicants who are already registered must provide all information required on a Virginia Absentee Ballot Application to vote absentee. ([§24.2-701](#)). The form was last revised in 2005, but earlier versions are still used and may still be accepted. For purposes of this document, we will assume the 2005 version is used as this one is still widely circulated.

11.3.2.1 Eligibility

Most FPCAs are submitted by military voters or their families.

Here are the eligible categories under federal law:

"Absent uniformed services voter" means:

- (A) a member of a uniformed service on active duty who, by reason of such active duty, is absent from the place of residence where the member is otherwise qualified to vote;

(B) a member of the merchant marine who, by reason of service in the merchant marine, is absent from the place of residence where the member is otherwise qualified to vote; and

(C) a spouse or dependent of a member referred to in subparagraph (A) or (B) who, by reason of the active duty or service of the member, is absent from the place of residence where the spouse or dependent is otherwise qualified to vote.

"Uniformed services" means:

the Army, Navy, Air Force, Marine Corps, and Coast Guard, the commissioned corps of the Public Health Service, and the commissioned corps of the National Oceanic and Atmospheric Administration.

"Member of the merchant marine" means:

an individual (other than a member of a uniformed service or an individual employed, enrolled, or maintained on the Great Lakes or the inland waterways):

(A) employed as an officer or crew member of a vessel documented under the laws of the United States, or a vessel owned by the United States, or a vessel of foreign-flag registry under charter to or control of the United States; or

(B) enrolled with the United States for employment or training for employment, or maintained by the United States for emergency relief service, as an officer or crew member of any such vessel.

"Overseas voter" means:

(A) an absent uniformed services voter who, by reason of active duty or service is absent from the United States on the date of the election involved;

(B) a person who resides outside the United States and is qualified to vote in the last place in which the person was domiciled before leaving the United States; or

(C) a person who resides outside the United States and (but for such residence) would be qualified to vote in the last place in which the person was domiciled before leaving the United States.⁷

The Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) ([42 USC 1973ff](#) et seq.) and subsequently enacted Virginia laws (§§ [24.2-440](#) – [24.2-443](#)) permit citizens residing overseas, whose last residence in the U.S. was in Virginia but who no longer maintain an abode in Virginia and who therefore do not qualify for permanent registration, to receive absentee ballots for elections for federal elections only. In addition, Virginia law allows certain non-military Virginia voters who have moved overseas for reason of employment to receive full ballots for all federal, state, and local elections (See Chapter 12). (§§ [24.2-443.1](#) - [443.4](#)).

Duration of Eligibility: The filing of a single FPCA will result in the applicant receiving ballots for all elections for which the voter is eligible through the end of the federal election cycle in which the voter submits his application or 365 days, whichever is longer. The FPCA may be filed at any time after the November general election for any remaining special elections for which the applicant is eligible during that calendar year.

⁷ Updated 07/09; Source: UOCAVA

The FPCA is also valid for any election conducted seven or more days after the receipt of the application by the general registrar (§24.2-703) (and of course before the expiration date of the application). The form may be printed from the website of the Federal Voting Assistance Program (FVAP), <http://www.fvap.org/>, or from the link on the absentee voting page of the [State Board of Elections'](#) website.

11.3.2.2 How to Process the Application

The completed and signed FPCA may be returned to the office of the general registrar by mail, in person, by fax, or it can be emailed as long as it has been printed, signed, and scanned as an attachment. If the application is obtained electronically by downloading it from the FVAP web page, it must be printed out, completed, and then returned to the office of the general registrar via any of the above stated methods. If it is sent by fax or email, the original should be mailed to the registrar (but is not required unless needed for original registration), then use a copy of the FPCA as the absentee ballot application.

Qualified Virginia registered voters who need to vote absentee because they are abroad on vacation or business trips, and not temporarily residing abroad, should use the “Virginia Absentee Ballot Application” to apply for an absentee ballot, not the FPCA.

Do not wait for the original, mailed form to process the application or send the ballot. If the voter is registering for the first time, and his original application does not arrive by Election Day, the ballot cannot be counted. See section 11.8, UOCAVA Ballots Returned After the Polls Close. If a military voter who is registering faxes or emails the FPCA, process the application using the Military Incomplete procedures.


- When the application is received, first look at Section 1 to see what reason the applicant has checked for voting by absentee ballot.
 - All voters with reason **1a** are eligible for permanent registration in Virginia.
 - Applicants checking **1b** may be eligible for permanent registration or for temporary registration for full ballots.
 - Applicants checking **1c** are eligible for **federal ballots only**.
- Once the application has been processed in VERIS and all information is entered (including that the voter is overseas, temporarily overseas, and their last residence date if applicable (see Chapter 12)) you will be prompted as to what ballot type will be sent to the applicant.
- Next, look to see if the applicant has signed the form. If the signature is missing, the applicant must be contacted immediately to advise him/her that a new, fully completed application must be submitted before a ballot can be issued.
- If the signature is present and a proper reason for voting absentee is checked, either perform a “Voter Search” in VERIS to determine the applicant is registered to vote at the address listed in Part 3, “Voting Residence,” or simply begin by performing an “Absentee Search.” If the voter exists as a registered voter in your locality, begin to process the absentee application.

- If an unregistered applicant applies on a properly completed FPCA while the registration books are still open, or if the applicant is eligible for late military registration by mail, enter the voter as a new registrant on VERIS. Photocopy any FPCA that will also serve as a registration application. The original FPCA remains in the active registration file. The photocopy is used as the absentee ballot application.

Late military registration: Persons fulfilling all of the requirements listed below may apply for permanent registration for all elections, by mail or in person, up to and including the day of the election. (§§ [24.2-419](#) and [24.2-420.1](#)). (See “Procedures upon Receipt of an In-person Absentee Application” for other categories eligible to register in person after the books have closed). The application for registration may accompany the application for an absentee ballot. The person being registered after the books have closed must be given a registration date equal to the final day of registration.

The applicant must:

- Be eligible to register,
- Be a member of the uniformed services of the United States on active duty, a member of the merchant marine, or the spouse or dependent residing with an active duty military or merchant marine member, and
- By reason of active duty (or merchant marine service) be normally absent from the county or city in which he/she resides,

 The Attorney General concluded in a 1971 opinion that service members who had a Virginia place of abode before assignment to active duty elsewhere retain that place of abode, unless they choose to change their place of abode, even if they no longer have a residence in Virginia.

If the request for registration and an absentee ballot from any person meeting these requirements is incomplete, follow the procedures for “Military Incomplete” applications.

- If ballots are not yet ready to be mailed, the information matches and the FPCA is correct and in good order, it is critical that you complete and mail the return post card attached to the FPCA. Use the SBE FPCA Acknowledgement form or a document of your own design. These documents should inform the military member of the type of ballot he/she will receive, when he/she will receive it, how he/she will receive it, the voter’s category, and what is required if his/her status should change. Since the FPCA application does not have an “Office Use Only” block, attach it to a blank Virginia application or to a sheet of paper on which the “Office Use Only” section has been printed, and complete the information in this section.
- Process this application by entering the applicant’s information in the Absentee Search engine. If the voter is currently registered in the system, VERIS will self-populate the voter’s information. VERIS will also indicate whether the voter has

currently requested an absentee application. If the voter has not requested an application, select the “Add Application” button.

- The “Add Application” screen will appear. Enter the applicant’s information into VERIS for processing. There are drop down boxes for application types. The application types are listed by name and code section.
- Once the application type is selected, the reason will self populate. The reasons are listed in numerical order and indicate the reason for voting absentee. The only reasons that will populate are the ones that are eligible to use the application type that was previously selected.
- Select and enter data that reflects what has been completed on the absentee ballot application. Boxes that have the * beside them, must have data entered or your application will not be processed.

Using FPCA for Multiple Elections: The FPCA application is good for all elections in which the voter is otherwise eligible to vote through the end of the federal election cycle in which the voter submits the application or 365 days, whichever is longer. Enter an ongoing ballot expiration date (use the day after the last eligible election.). The FPCA will be processed by VERIS as an ongoing application. An ongoing application is not required to be reentered in to VERIS for the upcoming elections. However, to ensure that all eligible ongoing applicants displayed on your absentee reports it is critical that you activate your ongoing BEFORE you set your ballot ready date.

To activate the ongoing application, the registrar will need to do the following:

- Click on the absentee link;
- Next, click on the ongoing absentee ballots link;
- Next , select the appropriate election from the dropdown menu;
- Next, click on the generate ballots button.

Once the ongoing process is complete, set the ballot ready date for that specific election. Following these steps will ensure that any ongoing absentee applicants eligible to vote in the election will have their ballot lines generated.

- The application should be copied and processed for each additional election. However, you do not need to add the application for each successive election into VERIS; you will process all ongoing absentee applications as indicated above. The applicant must specify by party designation any primary ballots the voter is requesting.
- The application for the calendar year may be submitted at any time after the previous year's November general election, and is effective for any election for which the applicant has met both the applicable absentee and voter registration deadlines. For example, voters who are military or already permanently registered are eligible to receive absentee ballots for elections held at least 7 days after receipt of their FPCA. Non-military registering for the first time must also meet the applicable close of books deadline for the election and could receive absentee

ballots for a general or primary election held at least 21 days after receipt of their FPCA.

- ❖ If a special election is held in your locality during November or December, voters who previously submitted FPCAs are eligible to receive ballots in that election as well if their ongoing applications have not yet expired.
- ❖ In addition, for a November or December special election, any voters sending in the FPCA after the November general election for the next year, and at least 7 days before the special election, are also eligible to receive ballots for that special election, provided they have met the voter registration deadline.
- If an official reply to the application or an absentee ballot sent to the applicant is returned as undeliverable, no ballot for any subsequent election may be sent to the voter until a new application is filed and accepted.

11.3.3 Annual Absentee Ballot Application (Disabled or Ill Voter) (SBE-703.1)

Section [24.2-703.1](#) allows any person who is eligible for an absentee ballot under subdivision 4 of §[24.2-700](#) because of a disability or illness, and who is likely to remain so eligible for the remainder of the calendar year, to file a special annual application to receive ballots for all elections in which he/she is eligible to vote in a calendar year. The Annual Absentee Ballot Application (Disabled or Ill Voter) will be processed by VERIS as an ongoing application. An ongoing application is not required to be reentered into VERIS for the upcoming elections.

To activate the ongoing application, the registrar will need to do the following:

- Click on the absentee link;
- Next, click on the ongoing absentee ballots link;
- Next, select the appropriate election from the dropdown menu;
- Next, click on the generate ballots button.

Once the ongoing process is complete, set the ballot ready date for that specific election. Following these steps will ensure that any ongoing absentee applicants eligible to vote in the election will have their ballot lines generated.

- Use the Annual Absentee Application (Disabled or Ill Voter) (SBE-703.1)
- The voter's first such application must be signed by the voter and his physician, accredited religious practitioner or mental health professional (see form) attesting that the voter is eligible for an absentee ballot under subdivision 4 of §[24.2-700](#) and likely to remain so eligible for the remainder of the calendar year.

Subsequent annual applications from the same voter (even if not in consecutive years) do not require the physician's signature.

- When entering all ongoing applications in VERIS, enter an ongoing ballot expiration date (use the end of the year as an expiration date for the annual application as this allows for any special elections that may come up late in the

year).⁸ The application should be copied for each succeeding election in the calendar year. An ongoing application is not required to be reentered in to VERIS each successive election. The registrar will just need to click on the ongoing absentee ballots link from the “Absentee” drop-down menu. This will then activate the ongoing absentee ballot batch for the specific election. Once the ongoing process is complete, set the ballot ready date for that specific election. Following these steps will ensure that any ongoing absentee applicants eligible to vote in the election will have their ballot lines generated.

- The applicant must specify by party designation any primary ballots the voter is requesting.
- Keep a separate file with copies of these applications for reference in future years.
- The law requires the general registrar to send each such enrolled applicant a blank application by December 15 for each ensuing calendar year.
- For the annual application due to disability or illness, enter a new application for each year, if submitted by the voter.
- If an official reply to the application or an absentee ballot sent to the applicant is returned as undeliverable, or the general registrar knows that the applicant is no longer a qualified voter, no ballot for any subsequent election shall be sent to the voter until a new application is filed and accepted.

11.3.4 Emergency Absentee Ballot Application (Hospitalized or Otherwise Incapacitated Voter)⁹ (SBE-705(1))

The Code of Virginia provides a method for certain voters who are hospitalized or incapacitated just prior to an election to obtain and vote an emergency absentee ballot. ([§24.2-705](#)). These voters may request, at any time prior to 2 P.M. on the day preceding the election that an “Emergency Absentee Ballot Application” (SBE-705) be delivered to the voter in the hospital or at their residence.


The eligible qualified voter is one who becomes "incapacitated" on or after the seventh day preceding an election.


- For purposes of this section, "incapacitated" means:
 - hospitalized;
 - ill and confined to his residence;
 - bereaved by the death of a spouse, child, or parent; or
 - otherwise incapacitated by an emergency which is found by the electoral board to justify providing an emergency ballot application.

In addition, an incapacitated voter is one who becomes hospitalized on or after the fourteenth day before the forthcoming election and is unable, due to his condition to request an absentee ballot sooner than the seventh day before an election.

⁸ Updated 07/09

⁹ Updated 07/09


 Because an “otherwise incapacitated” emergency application may require a very quick decision by the electoral board and because it may not be possible for the board to provide notice and meet immediately, the board could delegate this responsibility in writing to the Secretary of the board. Because the decision requires a “finding” of the board, it should never be delegated to the registrar, and the registrar is not authorized to decide or advise the voter whether any particular “otherwise incapacitated” emergency will be submitted to or approved by the board (or secretary if authority is delegated) or not. Every “otherwise incapacitated” emergency must be submitted prior to the issuance of the application.

 Because the General Assembly has given the electoral boards discretion to decide which “otherwise incapacitated” emergency requests are granted, the board should keep good records from election to election about what the circumstances were in emergencies that were approved or not approved by the board (or the board secretary if authority is delegated) under this section. This will provide guidance to future boards to ensure consistency and to respond to any legal or other challenges to the board’s use of its discretion in these matters.

11.3.4.1 Definition of a Hospital

The Code of Virginia ([§32.1-123](#)) defines “hospital” as any facility licensed in Virginia pursuant to [that §§ 32.1-123 through 32.1-137](#). Further, the facility must be one in which the primary function is the provision of diagnosis, of treatment, and of medical and nursing services, surgical or non-surgical, for two or more non-related individuals, including hospitals known by varying nomenclature or designation such as sanatoriums, sanitariums and general, acute, rehabilitation, chronic disease, short-term, long-term, outpatient surgical, and inpatient or outpatient maternity hospitals.

Amendments to this law in 2008 expanded the definition to include "hospitals" as defined in [§37.2-100](#), i.e. any state hospital or licensed hospital that provides care and treatment for persons with mental illness.

 This definition does not include a nursing home except when used for rehabilitation purposes as indicated above.

This definition is extended by [§24.2-705](#) of the Code, for purposes of that section, to include any comparable hospital in the District of Columbia or any state contiguous to Virginia. The qualifications to use this absentee process are also limited by that definition. A hospital more than one state away would not qualify. (Remember that the application must be delivered to the registrar by the voter's representative, taken to the voter at the hospital or their residence, and must be returned by the close of polls on Election Day).

11.3.4.2 Request for Emergency Application

The hospitalized voter must ask the general registrar to provide an "Emergency Absentee Ballot Application" (Hospitalized or Otherwise Incapacitated Voter) by telephone or in writing at any time **prior to 2:00 p.m. on the day before the election**. In either case, the voter must provide the name of the person selected to be the representative designated to pick up and return the ballot.

A qualified voter's designated representative must be eighteen years of age or older and cannot be:

- an elected official;
- a candidate for elected office; or
- the deputy, spouse, parent or child of an elected official or candidate.

The "Emergency Absentee Ballot Application" (SBE-705) is given to the hospitalized voter's designated representative for delivery to the hospitalized voter at the hospital, or to the incapacitated voter at the voter's "current residence as shown on the registration records."

This form is normally printed, front and back, on green paper.

11.3.4.3 Return of Completed Application

The blank application may be faxed to the designated representative or to the voter, but must be returned by their representative in person in order for the representative to pick up the ballot.

When the hospitalized or incapacitated voter's designated representative returns the completed "Emergency Absentee Ballot Application," the secretary of the electoral board, the registrar or the assistant registrar must verify:


- that the applicant is a qualified voter;
- that the name of the designated representative is listed;
- that the completed application is received no sooner than the seventh day preceding the election and **no later than 5:00 PM on the day preceding the election;**
- that the certificate portion has been completed and signed by --
 - a hospital official, licensed physician or mental health provider;
 - or if ill and confined to his residence, by a licensed physician, mental health provider or accredited religious practitioner;
 - or if bereaved, by a licensed physician, accredited religious practitioner or a funeral service licensee;¹⁰
- if the voter has been found "otherwise incapacitated by an emergency which is found by the electoral board to justify providing an emergency ballot application" the certificate portion of the form is signed by the Secretary of the electoral board

¹⁰ Updated 07/09

- (who "shall certify on the form to the incapacity of the applicant and the applicant's inability to be present at the polls on Election Day");¹¹
- that the hospitalized or incapacitated voter has properly completed and signed the application;
 - that the designated representative has signed and completed the witness portion of the form and that the information provided indicates that the voter was hospitalized or incapacitated on or after the seventh day before the election; or
 - that the voter was hospitalized on or after the fourteenth day before the election in a condition that made the voter unable to request an absentee ballot sooner than the seventh day before the election.

11.3.4.4 Providing the Absentee Ballot

Prior to providing the hospitalized or incapacitated voter's designated representative with an absentee ballot, the secretary of the electoral board, the registrar or the assistant registrar should request identification from the designated representative to assure that he/she is the person designated by the voter. Although a form of picture identification would be preferred, any item bearing the representative's name is acceptable.

-  Failure to provide identification will not disqualify the application.

The secretary of the electoral board, the registrar, or the assistant registrar prepares the absentee ballot in the same manner as a mailed absentee ballot but includes the "Instructions For Emergency Absentee Voting" and hands the sealed envelope to the hospitalized or incapacitated voter's designated representative for delivery to the voter.

- Be sure to include the correct version of the emergency instructions. Advise the designated representative that the properly executed absentee ballot must be delivered to the registrar's office **prior to 7:00 PM on Election Day (the close of the polls)** and enclose those instructions with the ballot(s). Any "Emergency Absentee Ballot" received after the 7:00 PM deadline on Election Day **will not** be counted.
- If the hospitalized or incapacitated voter indicates that assistance will be needed in the preparation of the ballot due to blindness, disability, or inability to read or write, be certain to include the Absentee "Request For Assistance Form" ([SBE-649\(AB\)](#)), with the absentee voting materials.

The hospitalized or incapacitated applicant's name must be entered on the "Emergency Absentee Ballot Applicants List" ([SBE-710-1](#)).

¹¹ Updated 07/09

11.3.4.5 Statement of Designated Representative

Upon returning the absentee ballot, the hospitalized or incapacitated voter's designated representative must complete the Statement of Designated Representative (of Hospitalized or Otherwise Incapacitated Voter) ([SBE-705\(2\)](#)), under oath, stating that he:

- is the designated representative;
- meets the qualifications of a representative;
- personally delivered the ballot to the voter who applied for it;
- was in the presence of the voter when the voter marked the ballot, that it was placed in the envelope provided, the envelope sealed, and the statement on its reverse side subscribed by the voter; and
- returned the ballot, under seal, to the electoral board at the registrar's office.

11.3.4.6 Registrar's Certification

After the hospitalized or incapacitated voter's designated representative has executed the affidavit, the registrar or assistant registrar must complete the lower portion of the form by inserting, as appropriate:

- Application number;
- Precinct name and number;
- Date ballot returned; and
- Time ballot returned.

The registrar or assistant registrar must then sign the form and attach it to the “Emergency Absentee Ballot Application” completed by the hospitalized or incapacitated voter.

The appropriate information is then recorded in VERIS.

11.3.4.7 Delivery of Ballots

Electoral boards must deliver the ballots to either the appropriate precincts or the CAP on Election Day, pursuant to [§24.2-710](#), with a copy of the “Emergency Absentee Ballot Applicants List.”


11.3.4.8 Entering into VERIS

“Emergency Application” is now listed as an application type in the absentee application drop down menu. Once the emergency application type is selected, the received by method will populate and only the designated representative method will be available for selection. The reason type will populate as well and only illness/or disability will be allowed for selection. (Use “illness/disability” even if the reason was bereavement or otherwise incapacitated, and use the comments field to explain). The ballot sent by method will self populate with the designated representative reason. Continue to process the application as normal.

11.3.5 Emergency Absentee Ballot Application (Emergency Travel for Business, Hospitalization or Death in Immediate Family) (SBE-705.1) (formerly the Business/Personal/Emergency Absentee Ballot Application)

Sections [24.2-705.1](#) and [24.2-705.2](#) permit any qualified voter to vote absentee who finds out after 12:00 noon on the Saturday immediately before election day that he/she will have to leave before the polls open and will be away from his/her county or city of residence on Election Day for one of the four following reasons:

- Absent for a purpose relating to his/her business, profession, or occupation. Must provide the name of his/her employer or business;
- Due to their own impending hospitalization either later on the day before the election or on Election Day;
- Due to the hospitalization of a member of his/her immediate family;
- Due to the death of a member of his/her immediate family;

 "Immediate family member" is defined as the children including adopted children, grandchildren, grandparents, parents, legal guardian, siblings, whether of the whole or half blood, and spouse of the applicant);¹² "Hospital" under this reason is defined the same as under "hospitalized or incapacitated" above, so the definition is limited to facilities in Virginia, D.C. or a state contiguous to Virginia.

Or to serve as an officer of election in another precinct other than where the officer votes.

This voter must:

- **Apply in person** at the office of the general registrar of his/her county or city of residence **before 2:00 PM on the day before the election.**
- Complete and sign the Emergency Absentee Ballot Application.
- Vote in the same manner as any other in-person absentee voter.

These applicants must be entered into VERIS. Emergency application is now listed as an application type in the drop down menu. Once the Emergency application type is selected, the received by method will populate and the in-person or other method will be available for selection. The reason type will populate as well and business, illness, disability, and election official reasons will be allowed for selection. Please select the appropriate reason for voting absentee. The ballot sent by method will self populate and only the in-person method will be available for selection. Continue to process application as normal.

11.3.6 Federal Write-In Absentee Ballots (FWAB) ([§24.2-702.1](#))

Qualified military and overseas applicants may use the Federal Write-In Absentee Ballot (FWAB) to register and vote in all elections for which the applicant is eligible.¹³ Federal law mandates that UOCAVA applicants be allowed to use the FWAB as a back up ballot

¹² Updated 7/2010

¹³ 2009 Virginia legislation allows use of the FWAB to register; 2010 Virginia legislation expands its scope from federal only to all elections in which the applicant is eligible to vote.

for, at a minimum, federal offices.¹⁴ Virginia law is broader, allowing the FWAB to be used in all elections, federal, state and local, in which the UOCAVA applicant is eligible to vote. Citizens residing overseas indefinitely without qualifying employment are eligible for federal only ballots; these applicants may use the FWAB to vote for federal offices only. (§ [24.2-702.1](#)).

Federal law stipulates that nonmilitary overseas citizens must mail their FWAB from outside the United States for the ballot to count.¹⁵ Active duty military, their spouses and dependents are not subject to this geographic mailing restriction. The FWAB instructions include addressing to the appropriate general registrar or electoral board. (§§ 24.2-701, 24.2-702.1, 24.2-709(A).)

The FWAB is designed for use when the eligible military or overseas voter believes his or her regular voted state ballot may not be received by the local electoral board in time to be counted in the election. The [FWAB](#) requires the applicant to affirm (items 5 and 6) under felony penalty that they timely applied for a regular state absentee ballot but never received the requested ballot.¹⁶ Applicants often mail a FWAB near the time of a FPCA. Like the UOCAVA envelope B, the FWAB includes a voter statement that must be signed and dated by the voter and a witness. However, unlike the UOCAVA envelope B, the voter statement for the FWAB appears on a page rather than an envelope.¹⁷

Virginia law ([§ 24.2-702.1](#)) allows the FWAB to serve as (1) registration application, (2) absentee application (for the enclosed ballot), and (3) the completed ballot for ALL elections, federal, state and local, in which the applicant is eligible to vote based on their registration status. See Chapter 12. Nonmilitary applicants residing overseas indefinitely without qualifying employment have temporary federal only ballot registration status under Chapter 4, Article 7, §§ 24.2-440 through 24.2-443.

Section 24.2-702.1 allows accepting a completed FWAB received before the deadline for returning ballots as timely for registration and absentee application only if the applicant is eligible for registration. If the applicant is not eligible for late mail registration under § 24.2-419,¹⁸ a FWAB received after the close of books deadline for the election cannot be counted, although the applicant can be registered for the next election.¹⁹ Military applicants eligible for late registration can vote using a FWAB received by the deadline

¹⁴ 42 USC § 1973ff-2.

¹⁵ 42 USC § 1973ff-2.

¹⁶ The Virginia deadline to apply for mailed absentee ballots is 7 days before the election. Va. Code § 24.2-701. Hence, Virginia FWAB users affirm that they applied by FPCA at least 7 days before the election and did not receive a regular state ballot in response to the FPCA as of the date the FWAB.

¹⁷ The FWAB has been redesigned to place the voter statement on a separate page rather than on an envelope.

¹⁸ § 24.2-419 limits eligibility for late mail registration to absent active duty military. Persons temporarily residing outside the United States are listed but are not included as eligible for late registration in the last paragraph.

¹⁹ Because the FWAB does not provide continuing ballots, the applicant will need to submit a new FPCA to receive ballots for future elections.

for returning ballots even though no FPCA was actually received by election officials by the absentee application deadline.²⁰

Table 1--Instructions for Processing FWABs Alone

Description	Action to take	Code
Applicant registered or meets applicable registration deadline, absentee application deadline and deadline to return ballot. Application portion of form completed, witnessed and signed by witness and applicant (or assistant if applicant unable to sign).	<ul style="list-style-type: none"> • Retain original application portion of form for registration file and make 2 copies, one for absentee application and one to go with ballot. • Enter registrations that have made the applicable deadline before processing the absentee application. • Enter the absentee application information, selecting “Write-in Absentee Ballot” as the application type. • Select the appropriate reason from the drop-down selection box. • Place a “Federal Write-In” sticker on the ballot.²¹ Fill in the precinct code and the date and time received. • Place this ballot with all other ballots for the precinct. • No further ballots issued under the FWAB. 	24.2-702.1, 24.2-703
Unregistered applicant does not meet applicable registration deadline (e.g., only a FWAB received for unregistered overseas citizen after COB deadline)	<ul style="list-style-type: none"> • Retain original application portion of form for registration file (when books reopen after election) and make two copies, one for absentee application and one to go with ballot. • Write “void” on the FWAB. • Place the ballot in the “Federal Write-In Absentee Ballots Voided” (SBE-FED) envelope provided for your locality. • Within 90 days of rejection, EB must send applicant written explanation of the reason for rejection (e.g., no timely registration application, ballot received after election, etc.) § 24.2-711.1. • Applicant is registered for statutory period (after books reopen) but no further ballots are sent under the FWAB alone.²² 	24.2-702.1, 24.2-703

Table 2 summarizes the action to take when both an FPCA and an FWAB are received for the same applicant; Table 3 summarizes the action to take when both a voted state ballot and FWAB are received from the same applicant.

Table 2--FPCA and FWAB for Same Applicant—Ballot Issuance

²⁰ [*Bush v. Hillsborough County Canvassing Bd.*, 123 F.Supp.2d 1305 \(N.D. Fla. 2000\)](#) (military applicant’s sworn statement of timely absentee application must be accepted as true).

²¹ Labels are printed locally using a .pdf file (FWAB labels) available through SBE’s website; these labels can be printed on 1 ½” x 2 13/16” mailing labels (21 labels per sheet).

²² If a voter mistakenly submits a FWAB without including any voted ballot whatsoever, the voter may be able to submit a completed FWAB with a voted ballot.

Description	Action to Take	Code
FPCA and FWAB received together and meet absentee ballot application deadline and applicant is registered or meets applicable registration deadline.	Issue regular state absentee ballot, full or federal only depending on registration status.	24.2-702.1, 24.2-703, 24.2-706
Neither FPCA nor FWAB meet applicable registration deadline for applicant who is ineligible for late registration (nonmilitary overseas citizens)	Voted ballot cannot be counted. Registration (after books reopen) and absentee ballot application continue for statutory period (longer of 365 days or the federal election cycle).	24.2-416, 24.2-419, 24.2-702.1, 24.2-703
Neither FPCA nor FWAB met absentee application deadline.	Voted ballot cannot be counted. Registration (after books reopen) and absentee ballot application continue for statutory period (longer of 365 days or the federal election cycle).	24.2-701, 24.2-702.1, 24.2-703

Table 3—State Ballot and FWAB for Same Applicant—Counting Ballots

Description	Action to Take	Code
Both regular state ballot and FWAB received before election day for applicant meeting absentee and registration deadlines. (VERIS shows FWAB received but not yet counted on Election Day.)	<ul style="list-style-type: none"> Count regular state ballot normally; Write “void” on the FWAB; Place the FWAB in the “Federal Write-In Absentee Ballots Voided” (SBE-FED) envelope that has been provided for your locality; In VERIS, enter that the Virginia absentee “Ballot Status” is returned “Marked” which will supersede the FWAB. 	24.2-702.1, 24.2-703, 42 USC 1973ff-2
Only FWAB received by deadline	Count FWAB if applicant already registered or eligible for late registration and application complete. If not registered and ineligible for late registration, registration effective after books reopen but must apply to receive absentee ballots.	24.2-702.1, 24.2-709; 42 USC 1973ff-2

Federal law allows applicants who apply for and receive a regular state ballot the option to vote and return that ballot regardless of whether an FWAB has been received. 42 USC 1973ff-2. If the choices on the FWAB are hand written, the regular state ballot will be easier to process and count. FVAP is making the FWAB available in printed form to registered voters, making it less important for these voters to return the regular state ballot to assure their choices can be interpreted correctly.

11.4 Procedures for Mailed Absentee Ballots

After ballots are available to be mailed, VERIS has the capability to produce several reports for the applications that were entered the previous day. Reports can be scheduled for the following intervals: one time, weekly or monthly. (See [here](#) for more information about each report.)

- Daily Absentee Applicants List
 - ① Use this report to proof your daily data entry against the application forms.
- Certificate of Mailing List
- Absentee Ballot Mailing Labels
- Generated Ongoing Ballots List

- ① If a voter applies in person and would like their ballot mailed, enter the applicant information in VERIS and make sure “Mail” is selected in the “Ballot Sent By” field.

11.4.1 Assemble The Following For Each Ballot To Be Mailed On The Certificate Of Mailing:

- The “Instructions for Absentee Voting” (SBE-706-4) for the appropriate ballot type used in your locality.
- A ballot set sealed in the “Ballot Within” envelope (SBE-706-1). (This should be referred to as “A” envelope.)
- A “Marked Ballot” envelope (SBE-706-2). (This should be referred to as "The Statement of Voter" or "B" envelope.)
 - There are currently two versions of the “B” envelope.
 - The one titled “UOCAVA Statement of Voter” is to be used by UOCAVA citizens **only** (including uniformed members and their families stationed in the continental United States).
 - The one titled “The Statement of Voter” is to be used by all other Virginia residents voting absentee.
- A “Return Envelope” addressed to the electoral board secretary (SBE-706-3A) with a return address label. A return address label will be produced by the printer and will include the applicant’s precinct and district code numbers.
- If the application indicates that the voter will need assistance marking the ballot, a “Request for Assistance in Voting an Absentee Ballot” form (SBE-649 (AB)).
- If the applicant is eligible for a “Military Incomplete” ballot, a Federal Post Card Application and a letter or the FPCA acknowledgement form.

Remove the left-hand label for each applicant and affix it to a “Return Envelope.” Insert all of the above into a “Mailing Envelope” (SBE-706-5B), affix the right-hand label to the front of the envelope, and seal the envelope.

Overseas applicants are eligible for postage-free absentee mailing. In this case, substitute postage-free return envelope (SBE-706-3B). Mail ballots to these applicants in the postage-free envelope (SBE-706-5B). No “Certificate of Mailing” is required.

Absentee ballots that are not postage-free must be mailed using the “Certificate of Mailing.” The certificate provides the electoral board with proof that the ballot was mailed and the address to which it was mailed. If three or more absentee ballot applications are entered into VERIS throughout the day, a “Certificate of Mailing” will be available for printing the following day. The number of ballots mailed must equal the number of names on the “Certificate of Mailing.” Any errors in data entry must be corrected by hand on the “Certificate of Mailing” and totals must be adjusted accordingly.

11.4.2 Emailing or Faxing the Ballots

The State Board of Elections previously conducted two programs to assist our military voters. An Emergency Military Absentee Voting Program was established in 2002 following President Bush’s Declaration of a State of Emergency after 9/11. Governor Warner directed the Secretary of the State Board of Elections to establish a mandatory email absentee voting program for active duty military deployed outside the continental United States. These military voters may email a request for an absentee ballot, receive the ballot and return the envelope via email. Then, they print and vote the ballot and return it by mail. This method has dramatically reduced the time it takes for military voters to cast an absentee ballot.

After the successful emergency and pilot programs, the 2008 General Assembly enacted the program into law. Effective July 1, 2008, [§24.2-706](#) requires each electoral board to send the blank ballot, the form for the envelope for returning the marked ballot, and instructions to the voter by these electronic procedures upon request of a UOCAVA voter who is stationed or resides outside of the continental United States "Continental United States" was then defined by State Board of Elections policy to allow Virginia voters in Alaska to take advantage of electronic transmission.)

The 2009 General Assembly further expanded the program. Effective July 1, 2009, [§24.2-706](#) requires each electoral board to send the blank ballot, the form for the envelope for returning the marked ballot, and instructions to the voter by these electronic procedures upon request of a military voter (family members residing with) who is stationed or resides outside of Virginia); 2010 legislation eliminated this geographic limitation.

After ballots are available to be sent, VERIS produces the “Daily Absentee Applicant” list each morning for the applications that were entered the previous day, or you can print this report at any other time of your choosing. It is recommended you use this report to proof your daily data entry against the application forms.

11.4.2.1 Assemble the Following for Each Ballot to Be Emailed or Faxed

- VotingInstructions.pdf (Contains instructions to the voter on how to assemble;
- BallotWithin.pdf (Contains your localities ballot in a scanned pdf format);
- ABEnvelope.pdf (Contains the UOCAVA Security Envelope “Envelope B” template);
- If the applicant is eligible for a “Military Incomplete” ballot, a Federal Post Card Application and a letter or the FPCA acknowledgement form.

11.4.3 Procedures upon Receipt of a Mailed Absentee Ballot

Voted absentee ballots may only be returned by mail or in person by the voter. No other person may deliver an absentee ballot on behalf of the voter with the exception of hospitalized/incapacitated emergency applicants using a designated representative. Upon receipt of the ballot:

- If the ballot is returned by the general registrar to the electoral board, the board shall give the general registrar a receipt showing the time and date of the return.
- Complete the “Electoral Board Use Only” section on the top of the outer envelope.
- Slit open the outer envelope to determine whether the ballot was returned used or unused. Do not open the “Marked Ballot” envelope or remove the contents from the outer envelope.
- Perform an “Absentee Search” in VERIS and update the record by entering the date the ballot is received. Enter the “Ballot Received by Method” and the “Ballot Status” to indicate if the ballot was returned marked or unmarked.
- Deposit the ballot, used or unused, in an appropriate locked container or secured location.

The following morning, the “Daily Absentee Applicant List” will include all applicants whose records are updated with returned ballots. Check the printout to assure all records are properly updated.

Absentee ballots may be returned to the office of the general registrar or electoral board before the close of polls on Election Day. ([§24.2-709](#)).

11.4.4 Expedited Absentee Procedures ([§24.2-709.1](#))

Effective July 1, 2007, the electoral board may authorize the general registrar to take specific steps to expedite the counting of mailed absentee ballots. One or all of the following steps may be taken but the electoral board must approve, in an open meeting and record in the minutes, the specific steps that are authorized.

The Electoral Board may authorize the Registrar to:

- Examine the Statement of the Voter on the ballot envelope and note its completion.

- Mark the pollbook or the absentee applicant list that the voter has voted. Selecting the status of “Marked” in VERIS will automatically notate the Final Absentee Applicant List that the ballot was returned marked. You may also assign PBC numbers to the Final Absentee Applicant List, which indicates the voter has voted.
- Open the ballot envelopes and insert optical scan ballots into the tabulators.
 - This step may only be completed if your locality is using a CAP for the election.
 - Two officers of election, one representing each political party, must be present to complete this step for a general election.
 - The “Ballot Status” must be updated to “On Machine” in VERIS for any ballot that is inserted into the counter prior to Election Day.
 - No vote totals may be initiated on the tabulators.
 - By law, no person present while ballots are unsealed and inserted may disclose any information concerning the ballots.
 - **Best Practices:** It is recommended that if this step is undertaken, it not be done before the books close, or while large numbers of applications/transfers that just made the close of books are still being entered. Once the ballot is in the tabulator, it cannot be voided even if the voter is later found to have transferred.
 - **Best Practices:** It is recommended that the Electoral Board notify the local political party chairs and the candidates who would individually be entitled to representation in the polling place on Election Day under [§24.2-604](#) (i.e. primary candidates and independent candidates) of the time and place for this step, and allow their observers to attend if they wish (still, of course, maintaining the secrecy of each voter's ballot).

11.5 Procedures for In-Person Absentee Voting

Any qualified voter who is eligible to vote by absentee ballot, and who applies in person at a time when ballots are available, may vote in person at the time of application or request that the absentee ballot be mailed to him/her (provided the voter applies by the deadline for requesting ballots to be mailed, currently 5:00 PM on the seventh day before the election). The deadline for appearing in person to vote absentee is 5:00 p.m. on the Saturday prior to the election. Procedures for an in-person application are:

1. Have the voter complete the “Virginia Application for Absentee Ballot” or the FPCA if applicable. Provide any assistance necessary. The “mail to” address is not necessary for an in-person applicant who chooses to vote in person if the ballots are available. If the voter requests the ballot to be mailed, the address listed must be the address in VERIS (including the changed new address provided on the absentee form if the voter moved within the allowable deadlines under [§24.2-401](#)), the address at which the voter will be while absent from the locality, or the address where the voter may be temporarily confined due to a disability or illness. The absentee ballot may not be sent “in care of” any other person.
2. Determine if the applicant is registered in your locality and at the address provided. If the registration books are still open for the election, or if the

applicant is eligible for registration after the books have closed, the applicant may apply for registration and vote immediately thereafter. To register or update his/her registration, the applicant must complete the “Virginia Voter Registration Application” or FPCA. If the registration books are closed and the applicant has moved, you must determine if the applicant is eligible under [§24.2-401](#), or [§24.2-402](#), to vote in the particular election.

3. The following persons are eligible to register while the books are closed, up to and including the day of the election. They must be given a registration date equal to the final day of registration. ([§24.2-419](#), [§24.2-42240.1](#)).
 - Those normally absent from their county or city who are members of the uniformed services of the United States on active duty, members of the merchant marine, or their spouses and dependents residing with them (these individuals may apply either by mail or in person, and their application for registration (FPCA) may be mailed with their application for an absentee ballot (FPCA));
 - Persons residing temporarily outside the United States, co-habitant spouses and dependents who either (i) have normally been absent from their county or city, or (ii) return from being absent from their county or city to reside there during the 28 days immediately preceding the election;²³ these individuals must apply in person if applying while books are closed;
 - Members of the uniformed services of the United States who were discharged during the 60 days immediately preceding the election, and their spouses and dependents residing with them (these individuals must apply in person if applying while books are closed).
4. If all is in order, complete the “Office Use Only” section on the top right corner of the application.

Effective July 1, 2002, all in-person absentee voters must produce **one** of the specified forms of identification or sign an “Affirmation of Identity” before being allowed to vote. ([§24.2-643](#)). Acceptable forms of identification include:

- Commonwealth of Virginia Voter Card
- Social Security Card
- Valid Virginia driver’s license
- Any other ID issued by a government agency of:
 - the Commonwealth of Virginia,
 - one of Commonwealth’s political subdivisions, or
 - the United States
- Any valid employee ID card containing the voter’s photo and issued by the voter’s employer in the ordinary course of the employer’s business



A voter who can provide no identification is required to sign the “Affirmation of Identity” form.

²³ Va. Code § 24.2-420.1.

6. When the voter indicates on the application that assistance is required to vote, provide the voter with a “Request for Assistance in Voting an Absentee Ballot” form [\(SBE-649\(AB\)\)](#). The voter requesting assistance because of a disability or an inability to read or write, but who is not blind may choose anyone to assist with voting the ballot except the voter’s employer or union official. A blind voter may choose anyone. You must provide assistance if that is the voter’s choice. A blind voter need not sign the assistance form. Fill out the form completely and enter the words “blind voter” on the voter’s signature line.



The law was changed effective July 1, 2005 to require that the assistant to the blind voter sign the assistance form.

- Effective July 1, 2009, a party/candidate’s "authorized representative" [\(§24.2-604\(C\)\)](#) or a "neutral observer" allowed by the electoral board to remain in the polling place [\(§24.2-604\(I\)\)](#) may not assist any voter, offer to assist, or wear any indication that he/she is available to assist. This prohibition applies within the polling place and the 40-foot prohibited area. [\(§24.2-604 as amended 2009\)](#).
 - In any precinct in which an electronic voting device is available that provides an audio ballot, the officers of election shall notify a voter requiring assistance pursuant to this subsection that such equipment is available for him or her to use to vote in privacy without assistance, and the officers of election shall instruct the voter on the use of the voting equipment. Nothing in this subsection shall be construed to require a voter to use the equipment unassisted. [\(§24.2-649\)](#).
 - Effective July 1, 2009, if the voter requires assistance in a language other than English and has not designated a person to assist, an officer of election, before he/she assists as interpreter, shall inquire of the representatives authorized to be present pursuant to [§24.2-604](#) whether they have a volunteer available who can interpret for the voter. One representative interpreter for each party or candidate, insofar as available, shall be permitted to observe the officer of election communicate with the voter. The voter may designate one of the volunteer party or candidate interpreters to provide assistance. A person so designated by the voter shall meet all the requirements of this section for a person providing assistance. [\(§24.2-649 as amended 2009\)](#).
7. If paper or optical scan (marksense) ballots that are not fed into the counter by the voter are used, (if fed in by the voter this constitutes voting on machines, listed below), provide the voter with a private place to vote and issue a ballot set sealed in a “BALLOT WITHIN” (envelope “A”) envelope and the “Statement of Voter” (envelope “B”) envelope.
 8. When voting is completed, witness the voter’s signature on the back of the marked ballot envelope. Place the marked ballot envelope inside an envelope addressed to the electoral board and deposit the ballot in a locked container. You

must enter that the “Ballot Issued” was “In Person,” “Ballot Received By” method was “In Person” and the Ballot Status” was “Marked” in VERIS.

9. If voting machines are used for in-person absentee voting, follow the proper control procedures established for the equipment used in your locality, including instructing the voter on how to use the voting machine. You must enter that the “Ballot Issued” was “In Person”, “Ballot Received By” method was “In Person,” and the “Ballot Status” was “On Machine” in VERIS.

Regular polling place rules apply to in-person absentee voting. The voter may not be accompanied by anyone other than an authorized assistant or his or her child age 15 or younger. No political activity is permitted within 40 feet of the polling place.

11.5.1 Inspection and Retention of Absentee Ballot Application Copies

The registrar retains all Absentee Ballot Applications in a file. When copying these applications for inspection by registered voters the social security number and the applicant’s day and month of birth must be covered so that they are not visible on the copy. These copies must continue to be available until after the time has expired for initiating any contest or recount of the election or other such proceeding or after such contest or proceeding is no longer pending if one is initiated, and then should be stored or disposed of according to the appropriate item on the Retention Schedule.

11.5.2 Transmission of Original Applications to Clerk of Court

The registrar is required to transmit original applications for absentee ballots, under seal, to the Clerk of Circuit Court before noon on the day following the election. The SBE provides an envelope for this purpose.

11.6 Military Incomplete Applications

An incomplete FPCA or “Virginia Absentee Ballot Application” from a voter who meets the requirements for late military registration is to be treated as a military incomplete application. These procedures also apply if the FPCA is needed for registration and only a faxed copy has been initially received.

1. Enter this applicant for voter registration into VERIS and select “Incomplete” as the application status. This applicant will be in a holding status until the required information is returned.
2. Mail the ballot as usual, along with a blank “Virginia Voter Registration Application” or FPCA and a letter of instruction. The letter should explain that the ballot will only be counted if the application is returned along with, but not inside, the “Marked Ballot” envelope. Explain that the voter must fill out the application completely, leaving no blank spaces, and entering “none” if a question does not apply.
3. When the ballot is returned, if there is a properly completed registration application enclosed (or the signed, original FPCA has been received in the meantime), locate the application in the hopper by clicking on the “Incomplete”

- file. If the registration is being completed after the books have closed, the voter must be given a registration date equal to the final registration date.
4. If the registration application is not enclosed or is incomplete, the applicant is not registered and the ballot cannot be counted. Send the applicant a “Denial of Registration” and a blank Virginia application or FPCA.

11.7 UOCAVA Ballots Returned After the Polls Close

Section 24.2-709 has been amended to require that an absentee ballot received after the polls close on Election Day from a UOCAVA voter must be counted according to the procedures set forth in Chapter 7 of title §24.2 of the Code of Virginia if:

- The voter is eligible for an absentee ballot under subsection 2 of §24.2-709;
- The ballot was requested but not sent on or before the deadline for making absentee ballots available pursuant to §24.2-612; and
- The ballot arrives after the polls close on Election Day and before 5:00 PM on the second business day before the State Board meets to certify the election.

If any ballots meet all three of these criteria, the electoral board must immediately notify the Election Services Division at the state Board of Elections that a qualifying late ballot has been received. The general registrar must retain absentee applications and provisional ballot materials until after the electoral board ascertains the results. (§ 24.2-710.) Once these materials have been sent to the circuit court, permission from the State Board of Elections to unseal and inspect the materials must be requested using the form Request to Inspect Sealed Election Materials (SBE-659, -669).

The electoral board must consider ballots received late in a public meeting called according to the provisions of the Freedom of Information Act. It is recommended that this meeting be set after the time for receiving such ballots has passed in case additional ballots are received. Political party chairs and independent candidates must be notified of the time, place and purpose of the meeting and may attend.

Once the electoral board has determined that the voter is entitled to vote and to have the late ballot counted, a separate pollbook marked “Late UOCAVA Ballots” should be used to record the name of each voter whose ballot will be counted.

If the electoral board determines that the ballot must be counted, it must enter the name of any voter whose ballot is to be counted in the pollbook and mark the voter as having voted. The board must examine the sealed envelope containing the ballot and the oath required by §24.2-706 to determine that it has been properly completed and signed. The envelope shall be opened and the contents checked to ensure that only one ballot or ballot set has been enclosed in the envelope. Without looking at or disclosing how the ballot has been marked, the ballot or ballot set must be placed in the ballot container. Once all ballots have been placed in the container, the electoral board shall count the ballots and certify the results. The certified results shall be added to those found pursuant to §24.2-671.

The electoral board must prepare an amended abstract for each office on the ballot, which must then be certified by all of the electoral board members who participated in the counting. The Secretary must prepare attested copies of the amended abstract(s) and immediately fax them to the Election Services Division of the State Board of Elections. A copy of attested document(s) must be immediately sent by overnight delivery service or delivered by hand to the State Board.

The remaining copies shall be distributed as directed by §24.2-675. The counted ballots and absentee ballot materials considered by the electoral board should be sealed in an envelope labeled Late Absentee Ballots Counted and Late Absentee Ballot Materials and sent to the circuit court for retention as provided in §§ 24.2-669 and 24.2-710.

The electoral board must send written notice to voters whose ballots cannot be counted within 90 days of rejection. (§ 24.2-711.1.)

11.8 Special Ballots

Virginia provides special ballots to certain voters in certain situations. The four special ballots are:

- Statewide early absentee;
- Federal-only absentee;
- Presidential-only absentee; and
- Federal write-in absentee.

11.8.1 Statewide Early Absentee Ballots

Virginia provides an early absentee ballot for general elections for governor, lieutenant governor, and attorney general to any person voting from overseas who is unable to vote in any other manner due to overseas military service or due to living in an isolated or extremely remote overseas area. (§§[24.2-700\(2\)](#), [24.2-702](#)). The Voting Assistance Guide for uniformed and overseas citizens directs applicants to place this statement in Item 7 of the FPCA. You may have FPCAs filed in previous years which contain this statement (sometimes on a sticker). If the FPCA is still a valid ongoing application, the voter's request for an early ballot must be honored.

The early absentee ballot must be requested not later than 90 days before the statewide election. A voter may request a statewide early absentee ballot using either the Virginia Absentee Ballot Application or the FPCA. On receipt of the application the electoral board shall issue, at least 90 days before the election, the printed ballot only for the elections for Governor, Lieutenant Governor, or Attorney General. **No additional ballot or ballots shall be provided to such applicants for that election date.** If the voter who has been sent the statewide only early absentee ballot attests that he/she has not received or has lost the ballot, (under normal processes for doing so), he/she may be issued a replacement statewide only ballot but not any other ballot.

Check the early ballot box in VERIS. This box will only appear for elections for Governor, Lieutenant Governor, or Attorney General.

11.8.2 Federal-Only Absentee Ballot

Some overseas voters only qualify for ballots for Federal Offices. (See Chapter 12 to determine the type of registration and ballots for which the applicant qualifies.)

Federal-only ballots are issued to applicants residing overseas who:

- No longer have a Virginia place of abode (but their last place of residence in the U.S. was in Virginia), and
- Are not military voters (including spouses or dependents residing with the member of the military), and
- Do not qualify for temporary registration for all elections under the procedures contained in §§ [24.2-443.1](#) through [24.2-443.4](#).

A voter may request a federal-only absentee ballot using either the Virginia Absentee Ballot Application or the FPCA. Mark these application forms with the words “Federal Ballots Only” in the upper right corner of the form.

Select the applicable temporary reason code from the drop down list when processing the absentee application through VERIS. Enter all information concerning their registration such as temporary and the last date of residence. VERIS will limit the ballot to federal only for those required voters. Entering this information when processing the absentee application will also update the voter’s registration. Enter the applicable registration end date for temporary registered voters as well (see Chapter 12).

11.8.3 Presidential-Only Absentee Ballot

There are three types of situations in which an absentee voter is issued only the ballot for Presidential and Vice-Presidential electors. (None of these situations apply to presidential primaries.) These situations are:

- 1) A person who desires to vote absentee but is required to vote at the polls or in person absentee due to status as a first time voter who registered by mail. Such a person would only be voting absentee for reason codes 1B, 1C, 1D, 1E, 2B, 3A, or 3B, and would be under age 65.




The law allows a full ballot to be voted, regardless of mail status, by persons who vote absentee under the provisions of UOCAVA, the Voting Accessibility for the Elderly and Handicapped Act (including any voter age 65 or older applying to vote absentee for one of the above codes), and full-time students at institutions of higher learning.

- 2) A registrant whose reason for wanting to vote absentee is not one found on either the Virginia Application for Absentee Ballot or the Federal Post Card Application. This applicant would check "presidential only ballot" as the

"reason" on the absentee ballot application and does not enter any other reason for voting absentee.

- 3) A registrant who has moved from the Commonwealth fewer than thirty days before a presidential election. This applicant would check "presidential only ballot" as the "reason" on the absentee ballot application, and does not enter any other reason for voting absentee.
- (This is the category of voters who when voting in person were formerly issued the pink form or the Affirmation of Eligibility to Vote a Presidential Ballot Only. The pink form was not sent if these persons applied to vote absentee, as absentee voters are not subject to challenge. The pink form was repealed in 2008, and the normal Affirmation of Eligibility (challenge) form must instead be used for this voter at the polls.)

After the election, the registration for these voters should be cancelled. ([§24.2-402](#))

-  A voter may request a Presidential-only absentee ballot only by using the Virginia Absentee Ballot Application.

Mark these application forms with the words "Presidential Ballots only" in the upper right corner of the form. These applicants can now be entered in VERIS. This will be listed as a reason code in the drop down box and it will only be available for selection during the Presidential Election.

11.9 Absentee Voting Reports

The following chart may help in deciding which VERIS absentee reports to turn to produce first, the intended purpose and content of each report, and when it is to be used.²⁴

Recommended Order of use	Name of Report	What it is	When to use it & when to run it	Helpful Tips
1 st	Daily Absentee Applications List	Contains list of absentee applicants processed received or updated on a specified date or within a specified range. (used to reconcile ballots with applications)	Daily	Use as a proofing tool
As needed	Ongoing Absentee Applications List	Contains list of Ongoing absentee applications processed as well as date & method application received, type, reason.	Before you generate your ongoing and before setting ballot ready date	Use as a proofing tool
As needed	Generated Ongoing Absentee Ballots list	Contains list of ballots generated in the ongoing process. The list also	After you generate your ongoing and	Use as a reconciliation tool, to ensure that the ongoing applications eligible to vote in


²⁴ Records describing individual registered voters are not available for public inspection unless some provision of Title 24.2 specifically authorizes. Va. Code §§ 24.2-101, 24.2-405, 24.2-406, 24.2-407, 24.2-444, 24.2-706, 24.2-710. As discussed in Chapter 6, these specific election law provisions control. Va. Code § 2.2-3703(B).

Recommended Order of use	Name of Report	What it is	When to use it & when to run it	Helpful Tips
		contains the following: ballot sent method, application type, date, reason code, status change & returned date.	before you set your ballot ready date.	the selected election are listed.
2 nd	Daily Absentee Ballots List	Contains list of absentee applicants processed as well as ballot types, ballot status, and returned date of ballots received or updated on a specified date or within a specified range (used to reconcile ballots with applications).	Daily	May also be used as a proofing tool
3 rd	Certificate of Mailing (COM)	Contains a list of absentee voters who were sent ballots. Additionally used as proof of mailing.	Daily	Labels must be printed prior to running COM. This report should only be run once per day or names may be repeated on second COM.
As needed	Final Absentee Report	Contains details on all absentee applications and ballots for	As needed	Run after Ballot Ready Date has been entered. Prior to that, no data will be

Recommended Order of use	Name of Report	What it is	When to use it & when to run it	Helpful Tips
		the selected election.		produced. Can be used as a reconciliation document.
Recommended Order of use	Name of Report	What it is	When to use it & when to run it	Helpful Tips
As needed	Final Absentee Totals	Contains the final absentee totals for the selected election (such as total count of applicants, unused ballots returned and marked ballots returned by precinct).	As needed	Run after Ballot Ready Date has been entered. Prior to that, no data will be produced. A great report to reconcile totals with on a daily basis once mail out has begun.
As needed	Cumulative Control Totals	Real-time statistics on all applications received, ballots sent (broken down by Ballot Sent By Method), and ballots received (broken down by Ballot Received by Method) by precinct for the selected Election.	As needed	
As needed	Public Absentee Applications	Public inspection list of all absentee	As needed	

Recommended Order of use	Name of Report	What it is	When to use it & when to run it	Helpful Tips
	List – Cumulative (with or without email add)	applications for an election.		
As needed	Issued Absentee Ballots List	List of voters that have been issued an absentee ballot for a given date or date range. The report also lists the current status of the ballot (e.g., marked, on machine).	As needed	Run after Ballot Ready Date has been entered. Prior to that, no data will be produced.
As needed	Absentee Email Labels			
As needed	Approved Absentee Applications list	The report displays absentee applications that were approved for a specified election and locality.		
Recommended Order of use	Name of Report	What it is	When to use it & when to run it	Helpful Tips
As needed	Absentee Application statistics	Number of Absentee applications received within a		** do not use until further notice**02/19/09

Recommended Order of use	Name of Report	What it is	When to use it & when to run it	Helpful Tips
		specified date range.		
Once a week	Cancelled Absentee Applications due to transfer	Absentee applications that have been cancelled because they have been transferred.		
As needed	Deleted Ballots	The report displays the names and addresses of voters whose absentee ballots for the specified election have been deleted.		

 **Town absentee reports will only display data when it is a town election.**

11.10 Deadlines

The following are important deadlines to remember about absentee ballots:

DATE	DEADLINE	TASK
	21 DAYS BEFORE THE ELECTION FOR MOST VOTERS AND ELECTIONS	DEADLINE TO REGISTER TO VOTE.
	12 MONTHS PRIOR TO ELECTION	EARLIEST THAT AN APPLICATION FOR ABSENTEE BALLOT MAY BE FILED.
	90 DAYS BEFORE ELECTION	LAST TIME TO REQUEST A STATEWIDE EARLY ABSENTEE BALLOT (ELECTIONS FOR GOVERNOR, LT. GOVERNOR, ATTORNEY GENERAL, ONLY).
	90 DAYS BEFORE ELECTION	DEADLINE FOR EB TO ISSUE STATEWIDE EARLY ABSENTEE BALLOTS.
	45 DAYS BEFORE ELECTION	ABSENTEE BALLOTS MUST BE READY FOR ANY GENERAL, SPECIAL OR PRIMARY ELECTION (WITH SOME EXCEPTIONS).
	5:00 PM ON THE TUESDAY PRIOR TO THE ELECTION	DEADLINE TO REQUEST A MAILED ABSENTEE BALLOT.
	NOON ON SATURDAY BEFORE ELECTION DAY	EARLIEST THAT A PERSON CAN LEARN OF THEIR NEED FOR AN EMERGENCY ABSENTEE BALLOT.
	2:00 ON THE DAY BEFORE AN ELECTION.	DEADLINE TO REQUEST AN EMERGENCY ABSENTEE BALLOT APPLICATION FOR HOSPITALIZED OR INCAPACITATED VOTER; DEADLINE FOR LATE IN PERSON BUSINESS/PERSONAL/EMERGENCY VOTERS TO VOTE.
	5:00 ON THE DAY BEFORE AN ELECTION.	DEADLINE FOR REPRESENTATIVE OF HOSPITALIZED OR INCAPACITATED VOTER TO RETURN WITH COMPLETED APPLICATION AND PICK UP VOTER'S BALLOT.

DATE	DEADLINE	TASK
	ON ELECTION DAY	EBS MUST DELIVER ALL RETURNED ABSENTEE BALLOTS TO PRECINCTS (IF NO CAP), OR TO THE CAP.
	CLOSE OF POLLS ON ELECTION DAY	ALL ABSENTEE BALLOTS MUST BE RECEIVED BY THE OFFICE(S) OF THE ELECTORAL BOARD OR GENERAL REGISTRAR.
	7:00 PM ELECTION DAY (CLOSE OF POLLS)	DEADLINE FOR FWAB TO BE RECEIVED AND ALSO COUNT AS THE ABSENTEE APPLICATION.
	IMMEDIATELY AFTER 7:00 PM ON ELECTION DAY	EBS MUST DELIVER ANY REMAINING, RETURNED BALLOTS TO THE PRECINCT (IF NO CAP) OR TO THE CAP. CALL CHIEFS TO TELL THEM THAT ADDITIONAL BALLOT(S) ARE ON THE WAY.
	NOON ON THE DAY FOLLOWING THE ELECTION.	REGISTRARS MUST TRANSMIT ORIGINAL ABSENTEE BALLOT APPLICATIONS TO THE CLERK OF THE CIRCUIT COURT.
	DECEMBER 15	REGISTRARS MUST SEND ALL PREVIOUSLY ENROLLED APPLICANTS WHO ARE STILL REGISTERED IN THE LOCALITY A BLANK ANNUAL APPLICATION FOR ABSENTEE BALLOTS DUE TO DISABILITY OR ILLNESS. BEST PRACTICE: INCLUDE EITHER AN ADDRESSED RETURN ENVELOPE OR THE ADDRESS FOR THEM TO MAIL IT BACK.